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| **JOB APPLICATION FORM** |

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| **Name:** |  |
| **Job applied for:** |  |

Please complete all five pages of this job application form. If you are having difficulties completing this form due to a disability then please contact us and we will arrange for you to make your application in another way (such as typewritten, by telephone, or by email). Once you have completed this form please sign the Statement of Truth and return it to:

Magda Lobodziec

HR Manager

Political Lobbying & Media Relations Ltd

Church House

29 Great Smith Street

Westminster

London

SW1P 3BL

[recruitment@plmr.co.uk](mailto:recruitment@plmr.co.uk)

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| **APPLICANT DETAILS** |

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| **Address:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |

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| **INITIAL QUESTIONS** |

1. If you have a disability or suffer from a medical condition then please tell us of any reasonable adjustments we may need to make to assist you should you be called for an interview.
2. Do you have the right to work in the UK? Yes­­\_\_\_\_ No\_\_\_\_
3. Do you require a work permit? Yes\_\_\_\_ No\_\_\_\_

If ‘Yes’, specify your Home Office entry status in a covering letter (e.g. what type of visa you have obtained to gain entry into the UK) and enclose a copy of your visa or work permit.

1. What length of notice is required by your present employer?

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| **EMPLOYMENT** |

Please list your employment history starting with your present or last employer. Provide details of any gaps in your employment history (of two weeks or more) in a covering letter. This should include the length of the period of unemployment, the reason you were unemployed and what you did to occupy your time.

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| **Date** | **Employer** | **Position, duties and responsibilities** | **Salary** | **Reason for leaving** |
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| **SKILLS AND EXPERIENCE USED** |

Please tell us about the skills you used and/or learned during the course of your previous employment. Include details of the skills and experience you have gained and used (giving examples where possible) which you believe are relevant to your suitability for the role you are applying for.

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| **EDUCATION** |

Please give names of establishments attended, together with qualifications obtained. Please note that we may check the information that you have provided and you consent to us contacting the academic institutions you have listed for this purpose. In addition, we may request sight of your original examination certificates.

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| **Dates** | **Academic institution** | **Course or qualification** | **Grades** |
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| **TRAINING COURSES** |

Please give the names of the establishments and training courses that you have attended. We may request the sight of the original certificates or other documents proving that you successfully completed these courses.

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| **Training provider** | **Course** |
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| **LEISURE INTERESTS AND HOBBIES** |

This includes membership of organisations and any positions or responsibility held

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| **REFERENCES** |

Please give details of two referees, at least one of which should be your present or past employer. References will not be taken without prior approval.

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| **Name** | **Address** | **Telephone** | **Email** |
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| **UNAVAILABLE DATES** |

Please tell us of any dates when you will not be available to attend an interview.

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| **STATEMENT OF TRUTH** |

I understand that any offer of employment will be made on the condition that the above information is true and to the best of my knowledge and belief. I accept that if I am offered and accept employment and it subsequently emerges that I have deliberately provided false information then this may result in my dismissal. I also expressly consent to you contacting the various educational and/or training organisations I have attended for purposes of verifying the information that I have provided in this form.

**Signed: Date:**

Employees will be recruited on the basis of their qualifications and experience to do the work performed, regardless of sex, sexual orientation, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, political opinion (Northern Ireland only), age, disability or trade union membership status. However, before any provisional offer of employment is confirmed, you may be asked to complete a criminal records declaration.

We comply with the data protection laws in the United Kingdom and take all reasonable care to prevent any unauthorised access to your personal data. We have a responsibility to keep your information confidential and will only use it for the purposes of recruitment and employment. Your personal information will not be passed to any third party without your consent or lawful excuse.

Any offer of employment by us may be subject to receipt of references and/or a medical report or health questionnaire and/or a criminal records check which are satisfactory to us or registration with the Independent Safeguarding Authority.